



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

AUDITOR & CONTROLLER PAYROLL TECHNICIAN

Class No. 002480

■ CLASSIFICATION PURPOSE

To review, approve, and perform final calculations and on-line entry of County personnel and payroll actions; carry out quality control and maintenance activities on the personnel/payroll system; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Auditor & Controller Payroll Technician is a journey level technical class allocated only to the Auditor & Controller Department. Under general supervision, incumbents are responsible for the on-line entry, verification, and correction of payroll data in the Human Resources Information Management System (HRIMS). This class is distinguished from departmental payroll positions in that the technicians are responsible for updating and maintaining the integrity of the HRIMS database and issuing warrants. Positions in this class serve as compensation subject matter experts and provide technical oversight and training to departmental payroll clerks.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.**

Essential Functions:

1. Analyzes and verifies payroll information, makes corrections, and enters data.
2. Ensures transactions meet all rules and legal requirements.
3. Calculates withholding for taxes and other deductions, and applies rates and percentages to gross salaries.
4. Verifies and corrects balances of vacation, sick, and compensatory leave credits.
5. Distributes and verifies biweekly time claims, mileage, and other reimbursable expenses.
6. Updates personnel and payroll files, records, and rosters.
7. Generates gross pay adjustments and checks for validity using the Fair Labor Standards Act, Administrative Code, Compensation Ordinance, and current Memoranda of Agreement.
8. Prepares manual warrants for new hires and corrects departmental timekeeping errors.
9. Provides courteous, high quality service by personally responding to requests for service or making appropriate referrals.
10. Processes all levies and judgments against employees, calculates the amount to be withheld from disposable earnings and prepares trust requisitions to pay the Internal Revenue Service, California Franchise Tax Board, Marshal, U.S. District Court, and Revenue and Recovery.
11. Cancels warrants for overpayment.
12. Changes payroll deductions for deferred compensation, employee, and charitable organizations.
13. Reconciles and adjusts employees' year-to-date leave balances.
14. Explains policies, and controls travel and expense claims.
15. Explains computer payroll screens to departmental personnel and provides guidance.
16. Explains and interprets Civil Service rules, Memoranda of Agreement, and Compensation Ordinance to departmental payroll clerks and ensures that requested transactions are in compliance with current provisions.

17. Maintains statistical data used to prepare various management reports.
18. Transmits retirement payments to State agency for judges.
19. Updates established pay rates on existing classes.
20. Verifies payments for military leave, terminations receiving payoff, and warrant moves and holds.
21. Verifies County employment and wages to outside lenders, employers, and others authorized by the employee.
22. Interprets sources of charges on all reports produced for all departments.
23. Assists departmental payroll clerks with forms completion for step increases and other benefits.
24. Assists the Chief Administrative Office and Department of Human Resources by compiling financial information for budgetary and labor relations purposes.

#### ■ KNOWLEDGE, SKILLS AND ABILITIES

##### Knowledge of:

- County payroll and personnel terminology, practices, and procedures.
- Payroll preparation and accounting methods.
- Compensation Ordinance provisions.
- Merit system personnel principles and requirements.
- Fair Labor Standards Act.
- San Diego County Civil Service Rules.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

##### Skills and Abilities to:

- Interpret, understand and process, personnel and payroll transactions.
- Prioritize, schedule, and process payroll items to meet frequent and cyclical deadlines.
- Post and adjust payroll records.
- Check and compare records and data for accuracy.
- Reconcile differences within the payroll system using appropriate mathematical and research methods.
- Operate an adding machine or calculating machine by touch.
- Operate computer equipment and work at a computer most of the day.
- Research and compile information.
- Operate modern office equipment including photocopiers, calculators, typewriters, computer terminals, and microfilm reader.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

#### ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: Completion of 12 semester units of college courses in Accounting, Business Administration or related field; AND,

1. Two and one-half (2 ½) years of full-time experience in a clerical payroll or accounting position with the County of San Diego working with automated payroll/timekeeping systems; OR,
2. Three (3) years of recent full-time clerical payroll or accounting experience working with automated payroll/timekeeping systems.

NOTE: Additional, directly related college coursework may substitute for up to 2 years of the required experience on a year-for-year basis.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward movement of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

None Required.

### Working Conditions

Subject to weekend work, standby, and emergency call back.

### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: May 24, 1990**  
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